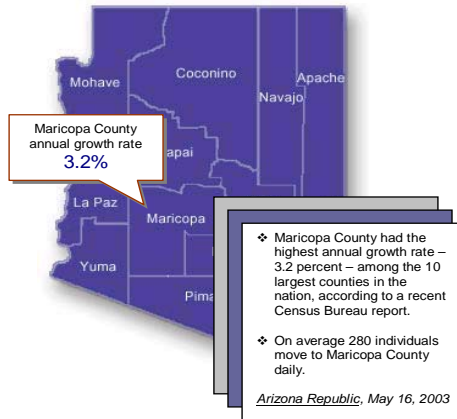


Mission and Vision of the Juvenile Probation Department

The Department's primary mission is to make a positive difference in the lives of juveniles and the community. We envision being a place where juveniles who come into contact with our Department become responsible citizens; victims of juvenile crime are included throughout the process; and the public feels safe from crime committed by juveniles.

Greater Phoenix

The majority of Arizona's population resides in Maricopa County. The Valley of the Sun is one of the fastest growing areas in the nation. Maricopa County is one of 15 in the state, encompassing nearly 10,000 square miles. The population is 3.5 million. Arizona, the nation's 6th largest state, is home to over 70 public parks, monuments, historic sites, and educational institutions. The greater Phoenix area hosts a variety of major sports events and cultural attractions.



For more information about Arizona and the Greater Phoenix area, please visit the website:

www.az.gov

Visit our Website: www.superiorcourt.maricopa.gov



Judicial Branch of Arizona in Maricopa County
Judicial Branch Human Resources
Attn: Danna Quinn
101 W. Jefferson, East Court Building
Law Library, 3rd Floor, Suite A
Phoenix, Arizona 85003

Judicial Branch of Arizona in Maricopa County

*invites your interest
in the position of*



Deputy Chief Administrative Services Juvenile Probation Department



Judicial Branch Human Resources

The Position

The Judicial Branch of Arizona in Maricopa County is seeking a Juvenile Probation Deputy Chief of Administrative Services. The position requires significant experience in managing others and applying professional knowledge, skills and abilities to achieve key operational results.

This position reports to the Chief Probation Officer and performs work of considerable difficulty in preparing and maintaining the budget, administration, development, organization, and direction of Juvenile Court Services and performs other related work as required, including facilitating and fulfilling the Juvenile Probation Department, Court and County Strategic Plans.

The Juvenile Probation Deputy Chief of Administrative Services is an Unclassified position under the Judicial Merit System Resolution and Rules. It is exempt from FLSA overtime status.

The principal responsibilities of the Deputy Chief include:

- Leader in budget preparation and presentation
- Participates in the planning for future programming and strategies for implementation
- Continually reviews organizational structure to assure decision making at lowest level
- Supervises the day-to-day operations of administrative staff
- Trains staff for future supervisory responsibilities
- Supervises the research of new programs, procedures and trends
- Coordinates and participates in training and staff development programs
- Evaluates services rendered in terms of cost effectiveness
- Directs development and implementation of departmental policies and programs
- Coordinates the hiring, transfer and reassignment of staff
- Participates in other personnel matters
- May act as the Chief Juvenile Probation Officer as required
- Represents Maricopa County Judicial Branch in the most positive manner with prospective, former and current clients, suppliers and the community we serve. Interacts effectively with a diverse group of staff, and other customers of our services. Effectively learns and uses operating practices of the department and Maricopa County Judicial Branch
- Upholds the mission statement: Maricopa County Judicial Branch - Provide people with the access to a public forum for dispute resolution and court services so citizens can realize timely, fair, economical, individualized justice, and to also serve the community by assisting children and families in need
- Handles confidential information with tact and discretion.

Compensation Package and Application Process

Open Until Filled

Salary Range
\$60,507 – \$90,771
(Depending on Experience)

The Benefits
The Court offers a competitive annual salary and a comprehensive benefits package.

How to Apply
Interested applicants must submit a cover letter, resume, and five professional references. This information should reflect the size of the organizations directed, significant accomplishments, and professional positions held. Selected applicants will be invited to participate in a panel interview. The Chief Probation Officer will make the final hiring decision. The successful candidate must pass a background investigation that will include a fingerprint check, psychological investigation, and polygraph test. Current Probation Department employees will undergo a modified background investigation and will not be required to take a polygraph test. First review of applications will occur on September 15th, 2006. Please direct questions to Danna Quinn at 602-506-4342.

Applications may be submitted by one of the following methods:

Via Mail:
Judicial Branch of Arizona in Maricopa County
101 W. Jefferson, East Court Building
Law Library, 3rd Floor, Suite A
Phoenix, AZ 85003
Attention: Danna Quinn

Via Fax: 602-506-2280

Via E-mail: dquinn@courthr.maricopa.gov

Visit our Website
For additional information about this position visit our website at:
www.superiorcourt.maricopa.gov/openJobs



The Court is an Equal Opportunity Employer

It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602-506-3070.

Qualifications

The ideal candidate must possess the minimum of a Master's Degree from an academically accredited college or university and eight years of Administrative experience with 5 years of supervisory experience. Or a Bachelor's Degree and ten years of Administrative experience with 5 years of supervisory experience.

The Juvenile Probation Department

Maricopa County, Arizona is the fourth most populated county in the nation and covers 9,204 square miles. The Maricopa County Juvenile Probation Department employs a diverse and motivated staff of more than 1,000 employees. There are two primary facilities, which include probation and detention services, and three satellite community justice centers. The Juvenile Probation Department operates with a budget of more than \$54 million, which is funded through federal, state and county monies.

The Maricopa County Juvenile Probation Department is an essential component of the Judicial Branch of Arizona in Maricopa County which is part of a larger legal system with legal responsibilities prescribed by the Court. The goal of Maricopa County Juvenile Probation Department is to form working partnerships with agencies and community groups to promote public safety. In addition to establishing partners in the community, Maricopa County Juvenile Probation Department contributes to public safety by: community and neighborhood supervision of probationers (not office based), strong and consistent enforcement of probation conditions, and quick response to violations.

Individualizing our response to juvenile offenders and their families is an integral part of our mission. In order to make a positive difference in the lives of juveniles and the community, it is necessary to establish and maintain positive relationships with juveniles, families and the community. We value the juveniles and families we work with and maximize their self-worth by treating them with dignity and respect. It is important to engage and involve families in our work with juveniles to optimize the chance for success. We do this through family-centered and strength-based interactions with them.

The Department is interested in continually adjusting programs in order to meet the changing needs of the juveniles and families we serve, as well as to produce better outcomes.